

CG-01-99

GOVERNMENT TRAVEL CHARGE CARDS

This issuance is intended to advise all personnel (employees and supervisors) as to the proper usage of the NationsBank VISA Government card, and the problems users may encounter if they abuse the card's guidelines.

The following points are provided for quick reference:

- Each card is nontransferable, and you are responsible for all charges made with the card, even if you let someone else use the card.
- The card is a **charge** card and **not a credit** card. It is to be used only for official travel and official travel related expenses away from your official duty station.
- The card is not to be used for personal, family or household purposes.
- Cardholders are not entitled to carry account balances forward. All payments are due by the due date specified on the statement.
- The travel card program coordinator will report all delinquencies and misuse to appropriate directors.
- The card, along with ATM privileges, can be suspended or cancelled at any time, if abused.
- Employees are subject to disciplinary action in the event of payment delinquency or card abuse.

It is essential that employees remember that the card is provided only for official travel and travel related expenses away from the official duty station, and **under no circumstance** should be used for personal purposes. Employees are notified of this when they apply for the card. The use of the card for other than official use is, therefore, a violation of the agreement and is subject to disciplinary action.

In case of delinquent payment, employees may also subject themselves to other adverse consequences, such as cancellation of the account, negative reporting to credit bureaus, and possible garnishment of wages.

The key element is that you know the rules and restrictions when applying for a charge card. I trust, and expect, that each employee and supervisor will adhere to those rules. When this privilege is abused, however, I am requiring that swift and appropriate disciplinary action be taken to correct unacceptable behavior.

HARRY D. GATANAS
Brigadier General, USA
Commanding

DISTRIBUTION:

A